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CITY OF OAKLAND



08 APR -3 PM 4: 05

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April 15, 2008

HONORABLE CITY COUNCIL
CITY OF OAKLAND

RE: RESOLUTION WAIVING (1) THE COMPETITIVE BIDDING AND (2) THE COMPETITIVE RFP/RFQ SELECTION REQUIREMENTS OF THE OAKLAND PURCHASING ORDINANCE AND AUTHORIZING THE CITY AUDITOR TO AWARD A CONTRACT TO WOLTERS KLUWER FOR TEAMMATE, AN INTEGRATED AUDIT MANAGEMENT SOFTWARE PROGRAM, IN AN AMOUNT NOT TO EXCEED TWENTY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$27,500) IN SOFTWARE LICENSING FEES AND TRAINING COSTS AND FOR ONE YEAR OF MAINTENANCE AND UPGRADES, WITH THREE OPTIONS TO RENEW THE MAINTENANCE AND UPGRADES SERVICES CONTRACT FOR THREE ADDITIONAL ONE-YEAR TERMS AT AN ANNUAL RATE OF FIFTY FIVE HUNDRED DOLLARS (\$5,500.00), FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF FORTY FIVE THOUSAND DOLLARS (\$45,000.00)

Dear President De La Fuente and Members of the Council:

SUMMARY

This report and resolution requests Council authorization to waive the competitive bidding and the competitive RFP/RFQ selection requirements of the Oakland Purchasing Ordinance to authorize the City Auditor to execute a contract with Wolters Kluwer for TeamMate software, an integrated audit management system in an amount not to exceed twenty seven thousand, five hundred dollars (\$27,500) in the first year of the contract. This price includes the software, training, and maintenance and upgrades in the first year of the agreement. Beginning in the second year, the Auditor will have three (3) options to renew the maintenance and services contract for three (3) additional one (1) year terms at a rate fifty-five hundred dollars (\$5,500) per year for a total contract amount not to exceed forty five thousand dollars (\$45,000) over the next four years.

Item: _____
Oakland City Council
April 15, 2008

The City Auditor recommends a waiver of the competitive procurement requirements to procure TeamMate software for the following reasons:

- Over 56,000 auditors from more than 1,500 audit organizations worldwide use TeamMate to increase the efficiency and productivity of the entire audit process including risk assessment, scheduling and timekeeping, planning, work paper preparation and review, report generation and audit issue tracking, trend analysis and storage.
- TeamMate is the most widely used audit management software and is used by a number of government audit organizations in the San Francisco Bay Area including the City and County of San Francisco, Santa Clara County, the City of San Jose, the Port of Oakland, and the San Francisco Regional Audit Office of the Department of Justice, Inspector General.
- TeamMate is the only audit management software that meets all of the Office's work paper preparation and review requirements necessary to comply with Generally Accepted Government Auditing Standards.
- TeamMate is the only software that provides a tool to link each working paper to the audit report and to review notes which streamlines the quality control review process.
- While other products provide similar features, no other product incorporates all the features provided in TeamMate.
- According to representatives from Wolters Kluwer, they will not respond to an RFP because of the high demand for the TeamMate software.

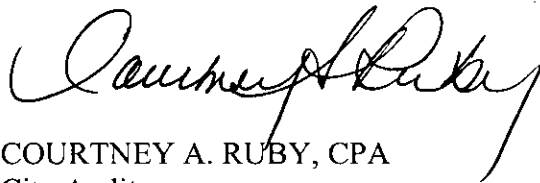
FISCAL IMPACT

On Tuesday March 4, 2008, the City Council approved a one-time transfer of funds from the City Auditor's personnel services funds to operations and maintenance funds to pay for the purchase of audit software. Approval of this resolution will authorize the City Auditor to enter into a software license agreement with Wolters Kluwer for an amount not to exceed twenty seven thousand, five hundred dollars (\$27,500). This cost will be used exclusively to purchase TeamMate audit management software, including training and one year of support and upgrades. Beginning in the second year, the Auditor will have three (3) options to renew the maintenance and services contract for three (3) additional one (1) year terms at a rate fifty-five hundred dollars (\$5,500) per year for a total contract amount not to exceed forty five thousand dollars (\$45,000) over the next four years.

ACTION REQUESTED OF THE CITY COUNCIL

Adopt the resolution authorizing waiving the City's competitive bidding and RFP/RFQ requirements pursuant to Chapter 2.04, Article I, section 2.04.050.I.5, and to section 2.04.051.B of the Oakland Municipal Code ("OMC"), to allow the City Auditor to execute a contract with Wolters Kluwer to purchase TeamMate software in an amount not to exceed twenty seven thousand, five hundred dollars (\$27,500) including training and support for one year. Beginning in the second year, the Auditor will have three (3) options to renew the maintenance and services contract for three (3) additional one (1) year terms at a rate fifty-five hundred dollars (\$5,500) per year for a total contract amount not to exceed forty five thousand dollars (\$45,000) over the next four years.

Respectfully submitted,



COURTNEY A. RUBY, CPA
City Auditor

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OFFICE OF THE CITY CLERK
OAKLAND

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Approved as to Form and Legality

Oakland City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION WAIVING (1) THE COMPETITIVE BIDDING AND (2) THE COMPETITIVE RFP/RFQ SELECTION REQUIREMENTS OF THE OAKLAND PURCHASING ORDINANCE AND AUTHORIZING THE CITY AUDITOR TO AWARD A CONTRACT TO WOLTERS KLUWER FOR TEAMMATE, AN INTEGRATED AUDIT MANAGEMENT SOFTWARE PROGRAM, IN AN AMOUNT NOT TO EXCEED TWENTY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$27,500) IN SOFTWARE LICENSING FEES AND TRAINING COSTS AND FOR ONE YEAR OF MAINTENANCE AND UPGRADES, WITH THREE OPTIONS TO RENEW THE MAINTENANCE AND UPGRADES SERVICES CONTRACT FOR THREE ADDITIONAL ONE-YEAR TERMS AT AN ANNUAL RATE OF FIFTY FIVE HUNDRED (\$5,500.00), FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF FORTY FIVE THOUSAND DOLLARS (\$45,000.00)

WHEREAS, the Office of the City Auditor (the "Auditor") has researched solutions to meet is current and future audit management software needs to promote the efficient use of staff;

WHEREAS, TeamMate is the most widely used audit management software and is used by a number of government audit organizations in the San Francisco Bay Area including the City and County of San Francisco, Santa Clara County, the City of San Jose, the Port of Oakland, and the San Francisco Regional Audit Office of the Department of Justice, Inspector General, and

WHEREAS, TeamMate is the only audit management software that meets all of the Office's work paper preparation and review requirements necessary to comply with Generally Accepted Government Auditing Standards, and

WHEREAS, TeamMate is the only software that provides a tool to link each working paper to the audit report and to review notes which streamlines the quality control review process, and

WHEREAS, other products provide similar features, no other product incorporates all the features provided in TeamMate, and

WHEREAS, Wolters Kluwer will not respond to an RFP because of the high demand for TeamMate software; and

WHEREAS, the City hereby finds and determines that pursuant to Chapter 2.04, Article I, section 2.04.050.I.5 of the Oakland Municipal Code ("OMC"), it is in the best interest of the City to waive the competitive bidding requirements of OMC section 2.04.050, and pursuant to OMC section 2.04.051 B, the City Council finds and determines that it is in the best interest of the City to waive the competitive Request For Proposals/Request For Qualifications ("RFP/RFQ") selection requirements of OMC section 2.04.051A, based on the reasons and circumstances set forth herein and in the Report accompanying this Resolution; and

WHEREAS, on Tuesday March 4, 2008 the City Council approved a one-time transfer of funds from the Office's personnel services funds to its operations and maintenance funds to pay for the purchase of audit management software, NOW THEREFORE, BE IT

RESOLVED: That, pursuant to Chapter 2.04, Article I, section 2.04.050.I.5, and to section 2.04.051.B of the Oakland Municipal Code ("OMC"), the City Council hereby finds that based on the reasons and circumstances set forth herein and in the Report accompanying this Resolution, it is in the best interest of the City to waive the competitive bidding requirements and the competitive RFP/RFQ selection requirements of the Oakland Purchasing Ordinance; and be it

FURTHER RESOLVED: That, the Oakland City Council hereby authorizes the Auditor to enter into a software license agreement with Wolters Kluwer for an amount not to exceed twenty seven thousand, five hundred dollars (\$27,500) to purchase TeamMate audit management software, including training and one year of support and upgrades. Beginning in the second year, the Auditor will have three (3) options to renew the maintenance and upgrades services contract for three (3) additional one (1) year terms at a rate of fifty five hundred dollars (\$5,500) per year for a total contract amount not to exceed forty five thousand (\$45,000) over the next four years; and be it

FURTHER RESOLVED: That the Auditor or his/her designee is hereby authorized and empowered to approve any subsequent amendments to or extensions of said agreement with the exception of those related to an increase in compensation or the allocation of additional funds provided that such amendments or extensions shall be reviewed by the City Attorney and filed with the City Clerk's Office; and be it

FURTHER RESOLVED: That all contracts issued hereunder shall be reviewed and approved by the office of the City Attorney for form and legality and a copies shall be placed in file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

2008

AYES-

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

LATONDA SIMMONS
City Clerk and Clerk of the Council of
the City of Oakland, California